

## Section 5

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## The FCCLA Planning Process for Individual and Team Action

The *planning process* is a decision-making tool that supports the organization's overall philosophy about youth-centered leadership and personal growth. It can be used to determine group action in a chapter or class or to plan individual projects.



### Identify Concerns

The circle represents a continuous flow of ideas and has no beginning or end. As a target, it symbolizes zeroing in on the one idea around which you would like to build a project.

- Brainstorm to generate ideas, or state the activity or problem you want to address if already determined
- Evaluate your list and narrow it down to a workable idea or project that interests and concerns the majority or all of your members.



### Set a Goal

The arrow stands for deciding which direction you will take. It points towards the goal or end result.

- Get a clear mental picture of what you want to accomplish and write your ideas down as your goal.
- Make sure your goal is one that can be achieved and evaluated.
- Consider resources available to you.



### Form a Plan

The square represents the coming together of ideas – the who, what, where, when and how of your plan.

- Decide what needs to be done to reach your goal.
- Figure out the who, what, where, when and how.
- List the abilities, skills and knowledge required on your part.
- List other available resources, such as people, places, publications and funds.
- Make a workable timetable to keep track of your progress.
- List possible barriers you might face and develop plans if necessary.
- Decide ways to recognize your accomplishments along the way.



### Act

The different squares in this symbol represent the activities to be carried out to meet your goal. It represents acting on the plan.

- Carry out your group or individual plan.
- Use *family* and *community* members, advisors, committees, task forces and advisory groups when needed.



### Follow Up

The broken squares suggest examining the project piece by piece. This symbol also represents a “window” through which to review and evaluate the plan.

- Determine if your goal was met.
- List ways you would improve your project or plan for future reference.
- Share and publicize your efforts with others, including the media if appropriate.
- Recognize members and thank people involved with your project.

# Family, Career and Community Leaders of America

## Planning Process Summary Page

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### Identify Concerns



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### Set a Goal



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### Form a Plan (WHO, WHAT, WHEN, WHERE, HOW, COST, RESOURCES, AND EVALUATION)



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### Act



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### Follow Up



## STAR EVENTS GLOSSARY

The STAR Events glossary was developed to help clarify some of the questions about terms in the *Missouri STAR Events Manual, Revised 2003*. Be sure you understand the rules for your event. For national STAR Events make certain you are following the national rules, found in the *National FCCLA STAR Events Manual*.

**Applied Academics** - The use of knowledge from general course work (communication, math, science, social science) in projects related to family and consumer sciences.

**Audience** - A group of spectators, listeners or readers of a work, program or performance.

**Audio equipment**- Equipment used for the broadcasting of sound (e.g., compact disc, cassette player, etc.).

**Audiovisual equipment** – Aids that use both sight and sound to present information (e.g., television, video cassette recorder, LCD projector, etc.)

**Bibliography** - A list of sources of information in an organized, consistent format on a given subject, period, etc.; a list of books, articles, software, etc., used or referred to by an author.

**Campaign** - Activities to achieve a specific objective.

**Community** - A group of people living in the same locality and under the same governance; the region in which one lives (i.e., *family*, school, *peers*, town, city, *employment*, etc.).

**Comprehensive student**– Students enrolled in general courses in a family and consumer sciences program.

**Content** – The subject or ideas contained in something written, said, or represented.

**Content pages** - Pages of a *manual*, business plan or *portfolio* that contain information about the project; one side of page only with no *stacking/overlapping*.

**Costumes/Uniform** – Clothing of a distinctive design or fashion worn by members of a particular group and serving as a means of identification.

**Creative thinking** - The ability to generate new ideas.

**Critical thinking** - The ability to use communication and problem-solving skills effectively to direct, monitor and evaluate.

**Dimensions** - The stated or required size of a *display*, *manual*, *portfolio* or container (i.e., measurements, number of pages, etc.). The measured *dimensions* include all items that are a part of the *display*, *manual*, *portfolio* or container (tablecloths, audiovisuals, *props*, equipment, moving parts, etc.). Examples include but are not limited to: tablecloths placed under a *display*; a *display* with one or more panel(s) when the panels are extended and storage of items under or around *display* table.

**Display** - An arrangement of material that includes but is not limited to photos, project samples, etc., used to showcase a chapter's service project, program of work, or Focus on Children project and is

contained within a specified area that includes all materials, *visuals* and *audiovisual equipment* to be used for the presentation.

**Divider pages** - Pages of a *manual* or *portfolio* that separate sections and do not contain *content*, but may include *graphic* elements, titles, logos, theme decorations, page numbers and/or table of *contents* for a section.

**Employment** - The work in which one is engaged, an activity to which one devotes time; may or may not include wages.

**Family** - Two or more persons, sometimes living under one roof, who nurture and support one another physically and emotionally, share resources, share responsibility for decisions, share values and goals and have commitment to one another; environment created by caring people-regardless of blood, legal ties, adoption or marriage-where individuals learn to be productive members of society; a context for discovery where one can comfortably accept challenges, make mistakes, have successes, be self-expressive and grow as an individual.

**File folder** - A letter size folder 8½" x 11" with one fold on lower horizontal edge and open on the other 3 sides and that has a tab at the top or may be straight cut. Within the *file folder*, each set of materials should be stapled separately.

**Flip chart** - A chart consisting of sheets hinged on one side that can be flipped over to present information sequentially.

**Graphic** – a picture, border, map, or graph used for illustration or demonstration.

**Hard copy** - Readable printed copy of the output of a machine, such as a computer.

**In-depth service project** - A detailed project that addresses one specific interest, concern or need.

**Individual event** – An event completed by one individual.

**Lesson Plan** – A set of plans for teaching a concept that includes objective(s), plan of action, time schedule, resources, supplies, equipment and evaluation process.

**Manual** - An arrangement of materials in an FCCLA scrapbook containing information about an in-depth chapter service project or chapter program of work that may include, but is not limited to, pictures, news clippings and program booklets.

**National Programs** – Frameworks for FCCLA Action that encourage members to enhance their personal growth and build leadership skills. For a list of *national programs*, refer to page 3.

**Occupational student** – An *occupational student* is one who has completed or is currently taking a concentrated program that prepares individuals for paid *employment*.

**Overlapping** – see stacking.

**Peer** - A person who is equal to another in a particular category such as ability, age, rank and/or qualifications.

**Peer education** - To provide with information, teach or instruct a person or group equal in ability, age, rank and/or qualifications (e.g., teens teaching teens).

**Plain paper** – 8½” x 11” paper with no *graphics* or design. Paper may be any color.

**Planning process** - A five-step method (identify concerns, set a goal, form a plan, act and follow-up) to help FCCLA chapter members and advisors plan individual, group or chapter activities.

**Pointer** – See *prop*. Laser *pointers* are not allowed.

**Portfolio** - A record/collection of a person's work organized in a format that best suits the project and meets the requirements of the event.

**Problem solving** - The ability to recognize problems and devise and implement plans of action to solve the problems.

**Professional** – Worthy of the high standards of a profession.

**Project identification page** - A page at the front of a document containing headings specifically called for by event rules.

**Prop** - An object used to enhance a theme or presentation (e.g., book, puppet, *pointer*, etc.) that does not include visual, or audiovisuals or *costumes/uniforms*. Live objects are not allowed.

**School-based learning** - Knowledge obtained through school curriculum and *community* service projects/activities that enhances a student's ability to work in a specific occupation.

**School relationships** - Relationships within an educational institution (e.g., student to student, student to educator, student to organization, etc.).

**Skit** - A short, rehearsed, theatrical sketch that could include interaction with others (also called role play).

**Sound business practices** – Practices that are *comprehensive*, ethical, realistic and profitable.

**Stacking/Overlapping** – Placing more than one piece of paper, program or catalog on a page so when the page is fully extended it covers another document on that page. If this occurs it is counted as two or more *content* pages. Participants may avoid *stacking/overlapping* penalties by gluing or laminating items or sealing sheet protectors.

**Team** – A *team* may be composed of one, two or three participants from the same chapter and/or school with the following exceptions: the Parliamentary Procedure *team* may have four to eight participants from the same chapter and/or school. Culinary Arts participants will consist of three participants from different schools and chapters.

**Team event** – An event that can be completed by an entire chapter but may be presented by a *team* of one, two, or three members.

**Technology** - A method, system or process for handling a specific, technical problem.

**Uniform** – See costume.

**Visual Equipment** – Equipment used for visual projection without sound (e.g., projectors, VCRs, LCD projector).

**Visuals** - Posters, puppets, charts, slides, transparencies, presentation software, etc.

**Work-based learning** - Knowledge obtained through job shadowing, informational interviews or career research projects that enhance a specific *occupational* area.

## ADDITIONAL RESOURCES

- *The Adviser Newsletter*
- *The Essential Guide and Toolkit for FCCLA in the Classroom*
- Current National Program Handbooks and Cd-ROMs
- *FCCLA Chapter Handbook*
- *FCCLA Information Sheet*
- *FCCLA Publication Catalog*
- *Teen Times*
- 1-800-NFO-TOGO (1-800-636-8646) Fax-on-Demand
- FCCLA Web Site ([www.fcclainc.org](http://www.fcclainc.org))
- Missouri FCCLA Web Site ([www.dese.mo.gov/divvoted/fccla.htm](http://www.dese.mo.gov/divvoted/fccla.htm))
- Library
- Magazines
- Newspapers
- Books
- State Advisor
- Chapter Advisor
- School Personnel
- Other Youth Groups
- School Counselor
- Professionals in Subject Area
- Peers
- Family

Missouri Family, Career and Community Leaders of America  
Missouri Department of Elementary & Secondary Education  
PO Box 480  
Jefferson City, MO 65102  
573/751-7964  
[www.dese.mo.gov/divvoted/fccla.htm](http://www.dese.mo.gov/divvoted/fccla.htm)

Family, Career and Community Leaders of America  
1910 Association Drive  
Reston, VA 20191-1584  
703/476-4900  
FAX: 703/860-2713  
E-mail: [natlhdqtrs@fcclainc.org](mailto:natlhdqtrs@fcclainc.org)  
[www.fcclainc.org](http://www.fcclainc.org)  
Fax-On-Demand: 1-800-NFO TOGO